



Printed Remittance Advice Accompanying Warrants to Vendors

Three columns of information are printed on the remittance advice that accompanies a warrant to a vendor. The three columns print from left to right in the following order and are entitled:

- **Invoice #**
- **Document Text**
- **Net Amount**

INVOICE #:

The column entitled Invoice # on the Remittance advice comes from the **Assignment** field on the **Detail Tab** of both MIRO and FB60 transactions. The Assignment field accepts alpha or numeric values. Vendor's invoice number is recommended as input for the Assignment field, if applicable. If the vendor invoice number is not applicable, any descriptive information meaningful to the recipient and the agency is recommended.

Note: If no user entry is made in the Assignment field, the system-generated document number defaults to this field and is printed on the remittance advice.

DOCUMENT TEXT:

- The Document text column on the printed remittance advice comes from the **Text** field on the **Basic Tab** when entering a direct invoice with **FB60**. The Text field in FB60 allows up to 50 characters.
- Invoices posted with **MIRO** in Materials Management (MM) allow up to 24 characters to be entered in the **Header text** field on the Details Tab, which will print on the remittance advice under Document text.

NET AMOUNT:

Net amount printed on the remittance advice comes from the total of invoices paid on the single warrant. Printable space for the payment advice is limited to 25 invoice lines. A warrant that has combined more than 25 invoices will include a message that the recipient was paid for more than the lines printed.

Note: Multiple invoices to one vendor combine into one warrant when the Payment Ref. Field is left blank or when identical agency-created characters are found in Payment Ref. field. Unique agency-created characters in each invoice's Payment Ref. field will generate a separate warrant for each invoice.